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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Transfer of Office of Training Library

1. This memorandum contains a recommendation submitted for your approval. Such recommendation is contained in paragraph 5.
2. Pursuant to our recent discussion, I have completed arrangements with the Assistant Director for Central Reference to transfer the Office of Training Library to the Office of Central Reference library system. A copy of our agreement is attached.
3. This action involves the transfer of six positions from the Office of Training Table of Organization to the Office of Central Reference. For the time being at least, we would like to retain the seventh slot now included in the OTR Library T/O in order to continue within OTR certain activities in support of the training program which have in the past been performed by the Library but which are not basically library functions. These activities must be performed by an individual completely familiar with instructor requirements rather than by individuals trained in and concerned only with normal library functions.
4. This action has been discussed with the Chief, Management Staff and based on past studies of our library problem by that Staff, he has given verbal approval to the transfer.
5. I recommend that you approve the transfer of six positions from the Table of Organization of the OTR Library to the OCR Table of Organization and the retention by OTR of position No. U-1224, now included in the Library Section of the Office of Training.

MATTHEW BAIRD
Director of Training

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The recommendation in paragraph 5. is approved:

B L K White
Deputy Director (Support)

14 Nov. 57
Date

Attachment

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